

LSOP Title	Storing items in fridges/freezers
LSOP No.	LSOP42
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	<a href="#">UQ- Equipment</a>
Risk Assessment	
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## 1.0 Scope

To outline storage of items in lab-based fridges and freezers.

This LSOP does not cover the storage of items in the cold room or other laboratories outside of UQ.

## 2.0 Prescribed Actions

- No food or drink is to be stored in laboratory fridges and freezers regardless of how well contained it is.
- All items in fridges and freezers need to be adequately sealed and labelled with your name or initials, what it is – especially if it is a decanted chemical and the date it was made/decanted.
- Anything that is inadequately labelled can be thrown away at any point by other lab users.
- Fridges
  - Individual researchers are assigned racks to store tubes of frequently used solutions.

- If your rack is full and you can't dispose of anything to make room, ask another rack owner if you can use space in theirs.
- Don't place items in other people's racks without checking first.
- All plates need to be sealed, any unsealed plates will be disposed of
- Be mindful of what you have in the fridge and regularly check if you have items that can be disposed of.
- Freezers
  - Individuals are assigned shelves within freezers; these are clearly labelled.
  - Do not store things on shelves that aren't assigned to you without checking with the shelf owner.
  - Ensure your tubes are secure in the racks or the racks are left in a stable position.
  - Sometimes the freezer doors require force to open which can shake the fridge. If your rack of tubes has been left in an unstable position there is the chance it will fall out of the freezer and your tubes will scatter across the floor, it has happened in the past.
  - Be mindful of what you have stored in the freezer and regularly dispose of unused items or move samples to the -80 for long term storage or archiving.